

## Attachment I: Maine YHDP RFP Application

If two or more agencies intend to apply for funding in collaboration, each agency must complete and submit the General Information section.

<b>GENERAL INFORMATION:</b>	
<b>AGENCY NAME:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>PRIMARY TELEPHONE #:</b>	
<b>PRIMARY CONTACT PERSON:</b>	
<b>TITLE:</b>	
<b>E-MAIL ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>CONFLICT OF INTEREST</b>	
<b>OTHER:</b>	
<b>EXPERIEINCE USING THE HMIS OR OTHER COMPARABLE DATABASE?</b>	
<b>EXPERIENCE USING COORDINATED ENTRY FOR HOUSING PRIORITIZATION</b>	
<b>ARE YOU PROHIBITED FROM RECEIVING FERDERAL FUNDS?</b>	

<b>ARE YOU IN GOOD STANDING WITH ALL GOVERNEMENT AND FUNDING CONTRACTS?</b>	
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**Project Description and Narrative (Maximum of 10 pages for each project):**

**1. Which Project Type(s) are you applying for?** (Applicants may choose more than one)

- |   |  |
|---|--|
| <input type="checkbox"/> Mobile Diversion and Navigation Team | <input type="checkbox"/> Host Home   |
| <input type="checkbox"/> Transitional to Rapid Re-Housing     | <input type="checkbox"/> Supportive Services paired with existing vouchers |

(You may select more than one project to apply for, but you must provide responses to all of the following questions for each project type selected. If applying as a partnership with other agencies, you will need to incorporate answers for all agencies into your response. ***If your agency does not have specific experience with certain principles, concepts or models, please describe your plan for incorporating, developing, and/or implementing them within your project narrative.***)

**2. Organization Experience (15 Points)** Please describe how your agency have provided service to YYA in the past. Please describe your experiencing serving individuals experiencing homelessness. What lessons, if any, from these experiences have you incorporated into you agency practices or project design? Please explain your experience with “Housing First” or Diversion and Navigation services. Please describe your agency’s experience administering similar project type(s) as the one(s) you’ve selected. What is your experience managing and reporting on federal and or state funding sources? Are there unresolved monitoring or audit findings?

**3. Project Description (25 Points)** Please describe your project – Which proposed project will you use to meet the identified needs? Why was this project chosen? How will these activities help prevent or end homelessness among YYA in Maine? Describe how your project will meet the goals, objectives, and action steps in HOME Explain how your agency honors and values the voice of YYA as part of your organizational philosophy. Describe your current and planned involvement with the YAB during project implementation? What YYA leadership and/or employment opportunities will your project provide? How will your agency involve program participants and/or the YAB in assessing program effectiveness and continuous program improvement? Please name and describe any best practices or other innovative strategies your project will implement. Why did you select these particular practices and what do you hope to achieve and/or learn from implementation? Describe any partnerships with other agencies that will benefit this project? Describe your strategy to provide services in parts of the State which currently lack YYA programming, including rural communities and service deserts?

**4. Incorporation of Core YHDP Principles (15 Points)** Please describe how the project incorporates, or will incorporate, youth collaboration and voice in ongoing project management and evaluation. How will your project incorporate the principles of Positive Youth Development? Explain how your project will support the four key YHDP outcomes: Housing, Health & Well-

Being, Education/Employment, and Permanent Connections. How will your project align with state systems of care (Department of Health and Human Services, Department of Education, Department of Employment, Department of Corrections, etc.) and how will it promote system level changes to end and prevent YYA from experiencing homelessness?

**5. Understanding and Commitment to COC Standards (10 Points)** Please explain how you will incorporate the following into your project: Coordinated Entry, Housing First, Trauma-Informed Care, Client Choice?

**6. Plan to address other standards, values, and principles (15 points)** Please explain the measures you will take to address HOME’s other standards, values and principles: Family engagement, equity, serving special populations, providing links to employment and education, and landlord engagement?

**7. Project Initiation (10 points)** Please describe your plan and timeline for rapid start-up of the project.

**8. Experience with the HMIS or client-level data collection and reporting (5 points)** Please describe your experience using the HMIS or another system of electronic client-level data collection and reporting.

**9. Budget and budget narrative (5 Points)** Please describe all budget costs associated with your project and are allowable expenses under YHDP. Please add additional narrative as needed to further explain budgetary items.

**Sample Annual Budget:**

<b>Regional Mobile Diversion and Navigation Team</b>			
<b>Eligible Cost</b>	<b>Description</b>	<b>Annual Amount Requested</b>	<b>Match</b>
Case management	2 FTE and .5 Supervisory, plus tax/fringe	\$105,000	\$20,000
Transportation	Staff mileage reimbursement, taxi vouchers, bus passes	\$10,000	\$2,000
Housing Search and Counseling Services	Mediation with property owners, assisting individuals and families to understand leases, etc.	\$10,000	\$2,000
Legal Services	Partnership with local legal aid to serve 30 number of participants	\$15,000	\$5,000
Food	Meals and food assistance to eligible participants	\$1,500	\$500
Life Skills	Budgeting and money management assistance	\$5,000	\$1,625
Operating Costs	Office space, office furniture, computers	\$30,000	\$13,000
	<b>Total Amount Requested</b>	\$176,500	\$44,125